

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF BUSINESS REGULATION
DIVISION OF COMMERCIAL LICENSING AND REGULATION
233 RICHMOND STREET SUITE 230
PROVIDENCE RI 02903-4230

TEL (401) 222-2416
FAX (401) 222-6654
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EXAMINATION APPLICATION INSTRUCTIONS

- THE APPLICATION FORM MUST BE COMPLETED AND SIGNED BEFORE BEING MAILED TO THIS OFFICE THREE WEEKS PRIOR TO EXAMINATION.
- PLEASE TYPE OR PRINT NEATLY.
- INCLUDE THE EXAMINATION FEE OF \$10.00. MAKE CHECK PAYABLE TO THE "GENERAL TREASURER, STATE OF RHODE ISLAND".
- A BCI WAIVER FORM MUST ACCOMPANY THE APPLICATION.
- APPLICATIONS ARE APPROVED BY THE TRAVEL DIVISION WITHIN THE DEPARTMENT OF BUSINESS REGULATION.
- WHEN YOUR APPLICATION HAS BEEN APPROVED, NOTIFICATION WILL BE MADE BY MAIL TO APPLICANTS AS TO THE DATE AND TIME OF THE SCHEDULED EXAMINATION.
- THE EXAMINATIONS ARE GIVEN IN OUR BUILDING AT THE ABOVE ADDRESS.
- YOU WILL BE NOTIFIED IN WRITING OF THE RESULTS WITHIN 15 DAYS AFTER TAKING THE EXAM. DO NOT TELEPHONE THIS OFFICE REQUESTING THIS INFORMATION - YOU WILL RECEIVE WRITTEN NOTIFICATION!
- UPON NOTIFICATION THAT YOU HAVE PASSED THE EXAM, YOU MUST APPLY FOR AND RECEIVE YOUR LICENSE BEFORE YOU CAN START TO WORK AS AN AGENT OR MANAGER. THE LICENSE FEE IS \$30.00
- IF YOU PASS THE MANAGER EXAM AND WISH TO OPEN A TRAVEL AGENCY, YOU MUST ALSO APPLY FOR AN AGENCY LICENSE. THAT LICENSE FEE IS \$100.00
- IF YOU SHOULD FAIL THE EXAM, EACH SUCCEEDING EXAMINATION WILL REQUIRE AN ADDITIONAL FEE OF \$10.00 ALONG WITH A NEW APPLICATION.

The examination will cover reading, writing, spelling, elementary arithmetic, and geography. You will need to know the general means and methods on how to arrange and book travel reservations and accommodations for tickets of domestic or foreign travel by air, rail, ship, bus or other medium of transportation, and for hotel or other lodging accommodations. You will also need to know the state and federal statutes regarding the laws and regulations relating to the travel industry.

The Rhode Island General Law Title 5, Chapter 5-52, along with the Rules and Regulations of travel agencies as governed by this Department, are available to the public for a fee of \$2.00 Check should be made payable to "General Treasurer, State of Rhode Island".